



THE CITY OF SAN DIEGO

November 1, 2010

Dear Potential City of San Diego FY 2012 CDBG Applicant:

The City of San Diego's FY 2012 Community Development Block Grant (CDBG) Applications are available to the public as of today, November 1, 2010. The deadline for application submittal is **December 10, 2010 at 5:00 pm.**

"IMPORTANT INFORMATION":

- There are three separate application forms available for this application process. The three application categories are as follows: 1) Development/Capital Improvement Projects (CIP); 2) Public Services Projects; and 3) Community/Economic Projects.
- The application forms have been posted on the CDBG Program's webpage.
- Faxed, e-mailed, incomplete, or late applications will not be accepted.

There will be four (4) methods of distribution for the CDBG application on November 1, 2010:

1. A copy of the application can be accessed from the City of San Diego's CDBG website at www.sandiego.gov/cdbg/apps/index.shtml.
2. The Word version of the application forms, which will allow applicants to fill-in the requested information via a computer, may be obtained by e-mailing a request to the CDBG Program at CDBG@sandiego.gov.
3. A hard copy of the application can be obtained by calling the CDBG Office at (619) 236-6476.
4. A hard copy of the application can also be requested in person or via letter: CDBG Program Office, 1200 Third Ave, Suite 1400, San Diego, CA 92101

Mandatory workshops for technical assistance are listed on the schedule below. **Only one workshop attendance is necessary for each application category.**

NOTE: Space may be limited for the mandatory workshops. As a result, the CDBG Office asks that potential applicants **submit RSVP** to attend the workshops being conducted. The RSVP can be submitted via e-mail to (CDBG@sandiego.gov) or via phone (236-6476).



City Planning & Community Investment

1200 Third Avenue, Suite 1400 • San Diego, CA 92101
Tel (619) 236-6700 Fax (619) 533-3219



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Date	Time	Location	Funding Category
11/09/10	10:00 am	War Memorial Auditorium 3325 Zoo Drive San Diego, CA 92101	Development/ Capital Improvement Projects
11/09/10	2:00 pm	War Memorial Auditorium 3325 Zoo Drive San Diego, CA 92101San Diego,	Public Services, Community/Economic Development Projects
11/10/10	10:00 am	War Memorial Auditorium 3325 Zoo Drive San Diego, CA 92101	Public Services, Community/Economic Development Projects
11/10/10	1:30 pm	War Memorial Auditorium 3325 Zoo Drive San Diego, CA 92101	Development/ Capital Improvement Projects
11/12/10 through 12/08/10	By Appt.	CDBG Program Office 1200 Third Avenue, Suite 1400 San Diego, CA 92101	Technical Assistance Available
11/30/10	10:00 am	War Memorial Auditorium 3325 Zoo Drive San Diego, CA 92101	Development/ Capital Improvement Projects
11/30/10	2:00 pm	War Memorial Auditorium 3325 Zoo Drive San Diego, CA 92101	Public Services, Community/Economic Development Projects
12/01/10	10:00 am	War Memorial Auditorium 3325 Zoo Drive San Diego, CA 92101	Public Services, Community/Economic Development Projects
12/01/10	2:00 pm	War Memorial Auditorium 3325 Zoo Drive San Diego, CA 92101	Development/ Capital Improvement Projects

Please be reminded that an approved allocation of FY 2012 CDBG funds does not authorize the implementation of project services or expenditure accrual. Only an executed written agreement authorizes implementation of project activities. Project activities conducted and/or expenditures accrued prior to the FY 2012 Agreement execution date will not be eligible for reimbursement by the City with CDBG funds.

Sincerely,



Angela Nazareno
CDBG Program Administrator

Attachment: Council Policy 700-02

CITY OF SAN DIEGO, CALIFORNIA
COUNCIL POLICY

CURRENT

SUBJECT: COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
(CDBG)
POLICY NO.: 700-02
EFFECTIVE DATE: November 24, 2009

BACKGROUND:

The Housing and Community Development Act of 1974 established the Community Development Block Grant Program. The enabling legislation has been reviewed and amended by Congress every three years since 1974. The purpose of the CDBG program is to provide an annual source of funds to local governments for the purpose of implementing activities to develop viable urban communities, including decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income. Federal administration of the program is the responsibility of the U.S. Department of Housing and Urban Development (HUD). The City of San Diego has participated in the program since its inception.

PURPOSE:

To establish the general guidelines by which the City will select and implement activities utilizing Community Development Block Grant funds.

POLICY:

It is the policy of the City Council to allocate Community Development Block Grant funds in accordance with the following standards.

1. Selection and implementation of program activities that meet the Congressional intent of the program and the specific eligibility requirements as outlined by the U.S. Department of Housing and Urban Development.
2. Funding will be allocated on a Fiscal Year basis (July 1 through June 30).
3. Funding priorities will be based on the City's 5-year Consolidated Plan and prioritized by the City Council annually.
4. Funding for the repayment of HUD Section 108 loans will be taken from the City's overall annual allocation prior to funding being made available to address other Consolidated Plan goals.

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5. Funding in the categories of "Planning and Administration" and "Fair Housing" will be taken from the City's overall annual allocation prior to funding being made available to address other Consolidated Plan goals.
6. No allocation of CDBG funds will be made to an economic development or non-capital project of less than \$50,000.
7. No allocation of CDBG funds will be made to a capital project of less than \$100,000, unless funding at a lesser amount is necessary to complete a project and the project will be completed within 18 months.
8. Priorities of the City's Capital Improvements Program will be developed irrespective of whether or not the City is to receive Community Development Block Grant funds. Community Development Block Grant funds if received are to be used to supplement the City's Capital Improvements Program and not as a substitute for other City funds.
9. No allocation of CDBG funds will be made to projects that are phased over multiple years. (It is the intent of the City Council that this policy serve to ensure that priority be given to projects where the funding will complete the project.)
10. A portion of the funds in the category of "Planning and Administration" will be allocated for the purpose of capacity building in order to ensure that emerging non-profit organizations have the opportunity to qualify for future CDBG funding.
11. No allocation of CDBG funds will be made to a project for which a CDBG application has not been received by the City.
12. A Community Based Development Organization (CBDO) certification process will be conducted in an effort to fund eligible project activities, as defined in the applicable U.S. Department of Housing and Urban Development regulations.
13. No allocation of CDBG funds will be made to a subrecipient project in the category of "Planning and Administration," except for those subrecipients certified by the City as a Community Based Development Organization.
14. All CDBG applicants shall attend mandatory workshops hosted by City staff during the annual CDBG application period.
15. All CDBG funds allocated to projects shall be used within 18 months of the date of the allocation, or such funds will be subject to reprogramming by the City Council.

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16. The public services category of activities shall be open to all eligible applicants, including City programs. A portion of the public service funds shall be set aside for the City's homeless programs that require funds to match other grants.
17. Beginning with Fiscal Year 2012 allocations, a Consolidated Plan advisory board will review applications and provide recommendations to the Council.

HISTORY:

"Leasing of City-owned Property in Industrial Park"

Adopted by Resolution R-174133 - 01/10/1963

Repealed by Resolution R-208090 - 06/05/1973

"Community Development Block Grant Program (CDBG)"

Adopted by Resolution R-259072 - 08/15/1983

Amended by Resolution R-281638 - 03/22/1993

Amended by Resolution R-282395 - 07/26/1993

Amended by Resolution R-287559 - 06/25/1996

Amended by Resolution R-303367 - 02/11/2008

Amended by Resolution R-305413 - 11/24/2009